



The Path to Clean Air in the Richmond-North Richmond-San Pablo Area Community Steering Committee Charter and Participation Agreement

Statement of Purpose

The purpose/goal of The Path to Clean Air Community Steering Committee in the Richmond-San Pablo-North Richmond Area is to remedy persistent air pollution exposures and reduce health risks and inequities associated with poor air quality for people who live, work, and play in and around the Richmond-San Pablo-North Richmond study area. This purpose/goal will be accomplished by identifying community priorities, specific improvements, and by working with BAAQMD staff to determine effective implementation strategies to reduce air pollution exposures in this study area.

Assembly Bill 617 (Garcia, C., Chapter 136, Statutes of 2017) is a State-mandated program that uses a community-based approach to reduce local air pollution in communities around the State that continue to experience disproportionate impacts from air pollution. The Richmond-North Richmond-San Pablo area's Path to Clean Air is the region's first effort under the AB 617 program to develop a Community Air Monitoring Plan (CAMP) to look for, identify, and understand areas of elevated air pollution exposure in Richmond, North Richmond, and San Pablo communities. The CAMP Community Steering Committee adopted the branding and name, "Path to Clean Air." With the completion of the Community Air Monitoring Plan the Path to Clean Air is beginning the next phase of the AB 617 Program, developing a Community Emissions and Exposure Reduction Plan (CERP). On March 3, 2021, the Air District Board of Directors voted to appoint a 31- community member Steering Committee to help guide the development of a Community Emissions Reduction Plan for the Richmond-North Richmond-San Pablo area.

1. Steering Committee Activities

Path to Clean Air Richmond-North Richmond-San Pablo Community Steering Committee members will participate in the development of the CERP and will act as liaisons between the community, stakeholders, and BAAQMD staff and Board, by disseminating information, making decisions, and providing input as appropriate. Steering Committee members will also receive regular updates on the implementation of the Community Air Monitoring Plan. The Richmond-North Richmond-San Pablo area CERP will need to be completed in 2022 with plan implementation beginning in 2022. The CSC will be subject to the California Brown Act (California Government Code sections 54950, et seq.) and in conducting its meetings and deliberations, the CSC shall follow Robert's Rules of Order as nearly as possible.

2. Steering Committee Objectives

The Path to Clean Air Richmond-North Richmond-San Pablo Community Steering Committee will serve as outlined in the Statement of Purpose. The Steering Committee will develop a Community Emissions and Exposure Reduction Plan that identifies and



develops strategies to address areas of elevated air pollution exposure in the Richmond-North Richmond-San Pablo area. The Steering Committee will disseminate information and consider input from the broader community. The goal is for the implementation of the CERP to begin in 2022. After the CERP has been developed, the Steering Committee Co-chairs may elect to change the meeting schedule as needed to best support and provide guidance on implementation and develop progress reports, with the consent of a majority of the CERP Steering Committee.

3. Membership

Community Steering Committee (CSC) members will represent people who live in the Richmond-North Richmond-San Pablo area and other interested stakeholders affiliated with various sectors. These sectors can include community-based organizations, youth organizations, non-profits, faith leaders, education, government, health, and business representatives from the Richmond-North Richmond-San Pablo area. The CSC shall be comprised of an odd number of members between 27 and 31, with a minimum of 70% of members residing within the initial study area, and with two non-voting members representing local businesses and industrial companies (not business associations).

4. Roles and Responsibilities

Co-chairs: The voting members of the Community Steering Committee shall select two Co-chairs from among the CSC members, and the voting members of the CSC shall select a Board Liaison from among the CSC members who shall provide informational reports to the Board of Directors. The Co-chair team will be responsible for developing meeting agendas, and for leading Steering Committee meetings.

Community Steering Committee Members: Steering Committee members will be responsible for assisting Air District and Co-chairs in developing the Richmond-North Richmond-San Pablo CERP, in accordance with the California Air Resources Board's Community Air Protection Blueprint¹. They will identify the scope of issues to be considered; inform technical analyses to understand these issues; co-develop with the Bay Area Air Quality Management District strategies to solve the issues identified; and ensure continued accountability for CERP implementation.

5. Standard Steering Committee Meeting Procedures

Deliberation and Consensus: Decision-making will not proceed without a quorum (quorum = ½) of voting members. Steering Committee members may choose to recuse themselves from decisions at any time. Members **must** recuse themselves from decisions where there is a conflict of interest. The Political Reform Act requires that, "No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest" (Government Code Section 87100 et seq).

Open Meetings: The Community Steering Committee meetings must be open to the public, with materials publicly available in advance. Stakeholder input is welcome and encouraged.



Meeting Schedule and Agendas: Co-chairs and BAAQMD staff will develop meeting agenda. Individual Steering Committee members have the right to submit items for placement on the agenda.

Should the co-chairs or BAAQMD staff deny the member's request, the denial and the reasons for the denial must be submitted in writing to the requesting member and the entire Steering Committee no later than 6 business days in advance of the meeting for which the item has been requested. Failure to do so will cause the request to be automatically on the agenda of the meeting requested.

Steering Committee agendas and meeting materials (including Spanish translated) will be posted on the District's website at least 72 calendar hours prior to the meeting. Meeting minutes will also be posted on the District's website.

Ad-hoc Committees Members who wish to be further involved may choose to participate in ad-hoc committees.

6. Amendments

Amendments to this charter of the Steering Committee of the Path to Clean Air in the Richmond-San Pablo Area Partnership Agreement require approval by a majority of voting members present.

7. Accessibility

The Steering Committee meetings and other outreach events associated with the committee must be held at transit accessible facilities that can accommodate members covered by the Americans with Disabilities Act.

8. Accommodation

Language interpretation services will be provided as needed with a minimum of (six) 6 business days in advance of the request.

9. Dissemination of Materials

All documents, materials, and correspondences, produced by or submitted to CERP, Steering Committee, Air District staff, or facilitators, will be considered public information records and subject to the California Public Records Act regulations and procedures for disclosure and transparency.

10. Website

BAAQMD website will be updated twice a month, in preparation for the next Steering Committee meeting (uploaded material for discussion) and after each Steering Committee meeting, to include meeting summaries, notes, and optimally meeting recordings.

11. Participation Principles



The following are principles, goals, and expectations of conduct for Steering Committee members. Steering Committee members will work collectively and cooperatively with all stakeholders within the community—people who live in the study area, businesses and organizations, youth groups, schools, local, regional, and State governments, health agencies and faith-based organizations—to ensure all represented parties are heard and can agree on an outcome that protects public health. This will include:

a. Providing strategic guidance, vision, and oversight, such as:

- Informing the development of the Richmond-North Richmond-San Pablo Area Community Emissions Reduction Plan.
- Tracking progress of the work using agreed-upon indicators at Steering Committee and subcommittee levels.
- Improving data collection and reporting for community education to inform development of emission and exposure reduction strategies.
- Identifying effective goals to bring about reduced health risk in the Richmond-North Richmond-San Pablo Area study area.

b. Providing leadership and accountability by:

- Identifying obstacles to achieving the goal and developing solutions to overcome them.
- Considering how my own organization or those in my network can align to the common goals and principles of the Steering Committee.
- Serving as a vocal champion of the program's collective impact and effort in the communities.
- Working towards consensus while recognizing that not everyone will agree on every issue and to resolve conflicts in a positive, swift, and constructive manner.
- Approaching a committee member that misses more than 4 meetings. The committee co-chairs will meet with the specific member to assess their continuation as a member of the steering committee on a case-by-case basis.

c. Play an active role by:

- Attending a minimum of 70% of available Steering Committee meetings (in their entirety) within 12-months of a member's appointment.
- Attending community summits and town hall meetings as they are scheduled through the development of the plan and implementation.
- Participating according to the Charter. Provision will be made for members to participate electronically.
- Reviewing materials prior to meetings and coming prepared for engaged discussion, active listening, and respectful dialogue.